



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



**JOB OPPORTUNITY  
PART-TIME ASSISTANT COOK  
ELLA T. GRASSO TECHNICAL HIGH SCHOOL**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** The Public

**Location:** 189 Fort Hill Road, Groton, CT 06340

**Hours:** Monday – Friday, 10:00 a.m. – 3:00 p.m.

**Salary:** \$15.56 Per Hour

**Closing Date:** March 30, 2015

**Posting #:** 59498

**EXAMPLE OF DUTIES:**

Performs a variety of basic tasks in preparing soups, salads, meats, vegetables, desserts, beverages, nourishments, etc.; cleans, washes, polishes pots, pans, dishes, silverware, kitchen equipment, floors, walls, etc.; operates kitchen machines and equipment; may participate in serving food and packing food for delivery; may receive training in the preparation of food on a large scale; may prepare food in the absence of the cook; assists with the receiving and storage of food; may assist in the preparation of production records; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Some knowledge of simple food preparation; some knowledge of liquid and dry weights and measures; some interpersonal skills; some oral and written communication skills; ability to follow instructions and learn routines; some mathematical ability.

**GENERAL EXPERIENCE:**

Any experience and training which would provide the knowledge, skills, and abilities listed above.

**PREFERRED EXPERIENCE:**

Food service experience in a school environment or in a setting with an adolescent population. The preferred candidate has also obtained certification in safe preparation and service of food or other appropriate documentation attesting to the applicant's knowledge of health and safety requirements in food service.

**PHYSICAL REQUIREMENTS:**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. Incumbents must be free from communicable diseases.
3. A physical examination may be required.

**Note:**

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. \*The incumbent in this position works only when school is in session.

**APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings *in addition to the documents above*.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Ella Grasso Technical High School**

**189 Fort Hill Road**

**Groton, CT 06340**

**ATTN: Wendy Monk, Business Manager**

**TEL: (860) 448-0220**

**Applications will be accepted via U.S. mail or hand delivery only.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2071

[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

Fax number: 617-289-0150

TTY/TDD: 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**